

NRC FORM 114
(3-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY HONORABLE REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Licensing Assistant		ANNOUNCEMENT NUMBER 0148033	DATES: OPENING 09/24/01	CLOSING (Close of business) 10/15/01	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)	
SERVICE 0303	GRADE GG-8/9/10/11	KNOWLEDGE PROMOTION POTENTIAL TO GG-11	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION Office of Nuclear Material Safety and Safeguards, Div of Fuel Cycle Safety and Safeguards, Fuel Cycle Licensing Branch			NATIONWIDE		<input checked="" type="checkbox"/> BARGAINING UNIT	<input type="checkbox"/> NONBARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/> PERMANENT APPOINTMENT	<input type="checkbox"/> TEMPORARY APPOINTMENT
			<input checked="" type="checkbox"/> OTHER NRC HQ		<input checked="" type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	NOT TO EXCEED
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS Minimal	NAME OF IMMEDIATE SUPERVISOR Melvyn Leach			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF-71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 114 VACANCY APPLICATION STATEMENT (NRC Form 114-1, application only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY): FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **OF-612, Rating Factors**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Provides support to the management and staff of the Fuel Cycle Licensing Branch by handling all procedural and administrative aspects pertaining to licensing actions involving uranium recovery facilities. Serves as focal point in the branch as the most knowledgeable person on the administrative aspects of NRC rules, regulations, and procedures applicable to the licensing actions of uranium recovery facilities.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

Specialized experience is experience that has equipped the candidate with the necessary knowledge, skill, and ability to review and process the administrative aspects of licensing actions.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

- * APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW.
- * EXPECTATIONS OF APPLICANTS' ABILITY BELOW GRADE 11 WILL BE ADJUSTED ACCORDINGLY.

1. Demonstrated ability to present information, ideas, and advice in a clear, concise, and logical manner, both orally and in writing.

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FOR ADDITIONAL INFORMATION CONTACT

Nancy Tucci

Email: NCT1

Mail Stop: T-2 D32

TELEPHONE

AREA CODE

NUMBER

301

415-7009

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	Region I Personnel Officer	Region II Personnel Officer	Region III Personnel Officer	Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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RATING FACTORS - CONTINUED

(Describe education, training, and experience which demonstrates your ability to deal effectively with various levels of staff, to coordinate and prepare documents using various inputs. What types of original writing do you generate? With whom do you communicate orally and for what purpose? What types of working relationships have you made, with whom, and how frequently?)

2. Ability to identify issues and problems, set priorities and offer alternatives and solutions.

(Describe education, training, and experience which demonstrates your ability to identify problems or issues requiring attention and offer possible solutions. Provide examples of projects you have worked on where you found a discrepancy or problem and offered a solution. Describe examples of how you prioritize work in your current position or in former positions.)

3. Ability to plan, coordinate and direct administrative processing of a project into clear, concise, meaningful documents and correspondence.

(Describe education, training, and experience which demonstrates your ability to provide administrative support to program management staff. Provide examples of planning, coordination and processing which resulted in clear, concise, and meaningful documents. Provide examples of projects in which you were involved in the coordination of input documents. Provide examples of the types of projects you have worked on. Describe any record systems you established or maintained.)

4. Knowledge of regulations and rules associated with a licensing program and the ability to administratively review, edit, and process all certification, enforcement, inspection, and/or administrative documents required.

(Describe knowledge, education, training, and experience which demonstrates your knowledge of policies and procedures of licensing, certification, enforcement, inspection and/or associated programs. Provide examples of the types of documents you have processed and your familiarity with technical and/or legal terminology.)

5. Ability to interact effectively with all levels of staff and management, persons of other Federal agencies, and the general public.

(EXAMPLE: Describe training, education, and experience that demonstrates your ability to deal effectively with a variety of persons using tact and diplomacy. Describe the kind of work assignments you have had that required you to coordinate and resolve issues with persons outside of your immediate work area. Discuss your ability to establish and foster

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RATING FACTORS - CONTINUED

effective working relationships with persons inside and outside your immediate organization.)

NOTE: Breadth, recency and length of experience in the field, training, awards, and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill, or ability of candidates.

REASONABLE ACCOMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.